

## **VACANCY ANNOUNCEMENT      MGT/HR- 005/2009**

The U.S. Embassy is seeking an individual for the position of **Human Resources Assistant** within the Management Section.

**OPEN TO:** ALL INTERESTED CANDIDATES.  
(Current Embassy employees serving probationary periods are not eligible to apply)

**POSITION:** Human Resources Assistant

**OPENING DATE:** February 19, 2009

**CLOSING DATE:** March 6, 2009

**WORK HOURS:** Full-time; 40 hours/week

**GRADE/STEP:** FSN - 07 (Please contact the HR Office for further details. Step to be determined upon recruitment.)

**NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.**

### **BASIC FUNCTION OF POSITION:**

The U.S. Embassy in Monrovia is seeking an individual for the position of Human Resources Assistant in the Human Resources Office.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Performs a wide variety and full range of personnel transactions pertaining to all American employees and Locally Employed Staff (LES).
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- Duties include but not limited to assisting in the recruitment at post. In consultation with supervisors, updates and keep track of position descriptions for all LES to ensure that they are accurate and current and uses them to prepare vacancy announcements.
- Prepares a wide variety of personnel action relating to Locally Employed Staff, including but not limited to Promotions, Within Grade Increase, Reassignments, Suspension, Resignation and Retirements.
- Responsible for maintaining accurate LES performance documents and systems for tracking all the actions indicated above.
- Serve as backup for tasks assigned to other Human Resources' employees.



**QUALIFICATIONS:**

- Secondary school plus some **collegiate** studies required.
- At least three years of general office, administration, human resources or related field experience.
- Level IV English ability (fluent).
- Demonstrated skills in the use of computer word processing, data bases and other office equipment required.
- Level IV fluent English ability is required.
- Must be tactful and customer service inclined. Must possess a courteous, helpful demeanor and flexibility to adapt to shifting priorities.

**SELECTION PROCESS:**

After initial screening qualified applicants will be invited for an interview. Only short-listed applicants will be contacted and tested.

**ADDITIONAL SELECTION CRITERIA:**

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

**1. Optional Application for Federal Employment (OF-612) or**

A current resume or curriculum vitae that provides the same information as an OF-612 or OF-510; plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., licenses, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Please note that the OF-612 is ONLY to be used by CURRENTLY employed U.S Embassy Employees.**

**SUBMIT APPLICATION TO**

Human Resources Office

Application for **HR Assistant**

American Embassy

P.O. Box 98

1000 Monrovia 10 Liberia

Drop in application box at Gate #2

**Please include point of contact information including full name and telephone number.**

**CLOSING DATE FOR THIS POSITION: March 6, 2009**